

TOASTS AND SPEECHES

How to Prepare and Deliver them



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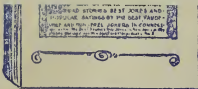
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Memoranda

TOASTS AND SPEECHES

HOW TO PREPARE AND DELIVER
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This is a unique work and valuable guide for the acquisition of proficiency in the art of elocution and the preparation and delivery of speeches and toasts for all occasions. It contains clear and comprehensible instructions for the methodical arrangement of notes preparatory to the delivery of addresses at social functions, in political contests and in organized associations of every character; also directions for the proper procedure of chairmen of such assemblies.

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FOREWORD

This little book is the result of an endeavor to provide genuine instruction and guidance for the individual who finds difficulty in expressing himself publicly, or who is but a beginner in the art of public speaking.

The following chapters have been written expressly for the average man, who may be called upon to make a speech at ordinary social functions, at his trade union or association meetings, or at a debating club or political gathering. The writer's aim throughout has been, not to provide ready-made speeches for every possible occasion, but to show how the thing is done, and to give a few simple examples suitable as first efforts. In addition, some common faults of speech have been pointed out, and a hint or two given as to their eradication.

The contents have been arranged so that the reader may take up any particular branch of the subject wherein he is interested—perhaps "After-Dinner Speaking," perhaps the "Duties of a Chairman;" but it is urged that the book be read as a whole, and due regard given to the first principles embodied in Chapters I, II, and III.

THE PUBLISHERS.

TOASTS AND SPEECHES

HOW TO BECOME A GOOD PUBLIC SPEAKER

CHAPTER I

THE FUNDAMENTALS OF CORRECT SPEECH

A few years ago the average man had rare occasion and little inclination to make anything resembling what is called "a speech." Nowadays, however, consequent upon the tendency to organize in every branch of civic and economic activity, and the widespread interest taken in public affairs, the desire to be able to express himself comes to every man. He realizes that socially, in business and in every sphere of modern life, a good speaking voice and a command of good English form a valuable, almost indispensable, asset. Long standing bad habits of speech, and, above all, that species of nervousness—akin to what is known as "stage fright"—which assails us all in our initial endeavors to address an audience, may seem almost impossible to overcome; but study of the right use of the vocal organs, and of the science of articulation, inflexion, modulation, and pitch, will enable the poorest speaker to become, if not an orator, at least a good conversationalist. Time spent in this study can never be considered as wasted; clear, intelligible, expressive utterance of what you have to say never fails to exert an influence in your favor when those with whom you come in contact are forming their judgment of you.

Oratory is an art and it should be studied as such. The overcoming of the beginner's nervousness is largely a question of screwing up sufficient courage to take,

as it were, the first plunge. If, when you have decided to take the plunge, you are wise enough to make your speech a short one, and to choose for its subject a question wherein you have genuine convictions, you will find that, once having started, the desire to make clear your arguments will banish all your embarrassment.

The study of elocution will prove itself of value in enabling you to avoid many of those awkward lapses which ever seem to lie in wait for the unwary. Here it may be emphasized that few people realize the vital importance of correct breathing as a fundamental necessity to all good speaking, although its importance in regard to good singing is more generally understood.

The question of correct respiration is of such importance that we will consider it first, and in some detail. The vocal organs consist primarily of the lungs, the trachea or windpipe, and the larynx. The lungs, acting exactly as a bellows, force air through the trachea into the larynx, where the most delicate muscular mechanism, directed by the brain, forms (and controls as to key and intensity) the vocal sound. This sound is still further moulded in its passage through the mouth by the relative positions of the uvula, palate, tongue, teeth, and lips.

Inspiration should be frequent, and sentences should be so phrased that fresh breath may be taken before the actual necessity arises. To do all this, the rib muscles which regulate the action of the lungs must be under complete control, and for this the adoption of what is known as costal breathing is recommended.

There are three methods of breathing, known as clavicular, costal, and abdominal. The second method, undoubtedly the best, consists of what is aptly described as "throwing out the chest." There is considerable

increase in the middle and lower diameters of the thorax, and the abdomen should be slightly concave. It has been proved mathematically that by far the greatest use of the capacity of the lungs can be made in this way, and it will be found that the regulation of the outgoing air is easier in this method than in any other.

Inhalation should be, as far as possible, through the nose; but the point of paramount importance to be remembered is that the taking of a breath must be accomplished with absolute silence.

Let your diction be slow; correct respiration will be easier, you will be more impressive, and you will have more time to think.

The student who understands the significance of correct breathing and resolves to pay some attention thereto should next turn his attention to those of the vocal organs, existing above the larynx, which mould the various sounds and form the *quality* or *timbre* of the voice. There are eighteen distinct vowel sounds in English, and the actual laryngeal sound for all of them is the same, the various shades of difference being made by the positions of those organs situate within the cavity of the mouth. Of these, the tongue, teeth, and lips are most worthy of attention.

Probably the commonest faults of English-speaking people are inadequate opening of the mouth and failure to use the teeth and lips sufficiently in articulating. It is by no means difficult to remedy these defects, and a little time and care expended in practicing articulation will produce surprising results in regard to the speaker's "range," besides relieving his throat of a good deal of strain.

To correct faults in enunciation and articulation it is a good idea to practice speaking before a mirror, taking careful note of the position of the teeth and lips

when making the various component sounds of a word. Needless to say, the words must be spoken very slowly; and the exercise may be reasonably confined to words which you suspect yourself of clipping or slurring. At the same time, make it a habit to observe good speakers. All speech is acquired by imitation, and correct speech no less so than any other sort. But your study of a good speaker should not be confined to listening—watching his mouth will help you in imitating him as will nothing else.

Resonance, pitch, inflection, and modulation are subjects of which far more can be learnt from experience and study of good speakers than from textbooks.

Resonance may be defined, somewhat inefficiently, as that resounding quality of the voice resulting from the reverberation of the vocal sound in the cavities of the nose, mouth, and chest (the latter can be *felt* vibrating in the production of “chest” notes).

The question of pitch, too, is one of some difficulty; the middle notes of the speaker’s compass, as those obtaining most resonance from the chest, are the most useful to him; and the lowest of the middle four is probably the best upon which to commence a speech. Changes of key or pitch should, however, be effected in order to give variety of utterance; and these should coincide with changes of subject.

That power of vocal expression depending on inflection and modulation indicates the speaker of excellence, and it is only manifested when inspiration is coupled with the skill obtained by long study and experience.

The main points of this chapter may be with advantage recapitulated as injunctions to practice at every opportunity, to inhale silently and frequently (“throwing out” the chest), and to speak slowly, framing each word carefully and distinctly.

CHAPTER II

PRONUNCIATION, VOCABULARY, AND STYLE

Distinctiveness of speech is necessary to all who would become good public speakers.

The use of the aspirate and the pronunciation of some of the more unfamiliar of our words are matters that require attention from almost everyone. It is quite common to hear such expressions as "izzee" for "is he," and "he-oo" for "he who;" these are the very natural results of rapid and slurred speech, and will disappear if a speaker will but remember to deliver each word separately and deliberately.

Not a very rare defect is the introduction of an "r" between a word which ends with a vowel and the following word which begins with a vowel—such as "the idear of," and "I sawr an engine," etc. This fault can be corrected by slow speaking and reading practice.

A speaker should aim continually at the extension of his vocabulary. Nevertheless, in speech, the familiar word should always be given preference over the far-fetched, the short over the long, and the concise phrase over the circumlocution.

One still finds many people with extremely nazy ideas regarding the difference in meaning and pronunciation between such words as complaisant and complacent; deprecate and depreciate; palatial and palatal; ascetic and æsthetic; veracity and voracity; allusion and illusion; proscribe and prescribe; mendacity and mendicity; principle and principal; perspicacity and perspicuity. These, and doubtless many others, will repay the looking up in a good pronouncing dictionary. You should make it a habit to hunt up every word the pronunciation or meaning of which is doubtful to you,

and to continue the practice with every new word you meet. By this means your vocabulary will be increased by far more than the number of words about which you actually consult your dictionary, since each new word will supply a clue to the meanings and pronunciations of several others.

Vocabulary may be increased by any kind of reading provided it is fairly extensive. The student will derive greater benefit, however, by applying himself more particularly to the works of really good writers (of which there is an immense and varied supply in cheap editions); for from good literature so much of great value besides vocabulary is to be gained.

In acquiring that refinement and distinctiveness of speech associated with the best education, much assistance may be gained by joining a debating club or similar society. You will be able to study closely the good and bad points of your fellow-members as speakers, and you will have the advantage of their probably candid criticism of yourself. In addition, the interchange of ideas will broaden your outlook and render you conversant with many new aspects of life.

Even in a small gathering of speakers you will find great diversity of style and manner of delivery, and on the subject of gesture and pose you will obtain considerable enlightenment. The question of how to stand and what to do with one's hands is a fairly big problem to all speakers at first.

Your actions, if any, must appear absolutely spontaneous and natural. By far the best plan is to indulge in very few gestures, and then only in those which *are* absolutely spontaneous and natural. In other words, endeavor as far as possible to get the desired emphasis by impressive diction. When you get warmed to your subject you will probably be unable to refrain from

making some gestures to drive home your points; but these, since they are quite spontaneous, will be effective.

When standing up to make a speech, assume a comfortable and easy attitude. Your hands which may seem at first in the way, you should dispose of by clasping them behind you, resting them on a rail or chair-back or shifting them from one to another natural position that will relieve you of the consciousness that you have any hands.

In order to be able to turn the more easily from side to side rest the weight of the body on one foot rather than on both. But do not sway from side to side continually. And do not fix your eyes upon the ground; look at your audience, though not at any particular individual.

The value of the foregoing hints will probably be well illustrated by the speakers whom you will observe at a debating club. The marring effects of certain habits, of phraseology particularly, will also present themselves to you. You will notice that the use of hackneyed quotations and expressions have a tendency to bore an audience; and the following may be taken as phrases to be avoided, or at most used once only, and for a particular reason: "To be or not to be;" "the man in the street;" "more honored in the breach than in the observance;" "the light fantastic toe;" "the soft impeachment;" "filthy lucre;" "few and far between." There are many others, of course, equally threadbare.

If a quotation is to be used it is worth while to quote correctly. It is common to hear "Fresh fields and pastures new," the correct rendering of which is "Fresh *woods* and pastures new." Another instance is, "A little knowledge is a dangerous thing," correctly the phrase runs "A little *learning* is a dangerous thing."

Certain words, too, are very often wrongly used. For instance, the verbs "to lie" and "to lay" are confused in everyday speech to an extraordinary extent. It should be remembered that the verb "to lay" is transitive—that is, a person who lays must lay *something*, as a hen or a bricklayer does.

Again, archaic and obsolete words have no merit in themselves, and are liable to strike a listener as an affectation. "Yclept," "whilom," "methinks," "behest," "peradventure"—to quote a few examples—are not in keeping with modern speech, and they are, moreover, open to misapprehension.

Care should be taken also to avoid finishing a sentence with a preposition or other insignificant word. A professor of English is credited with having said that "a preposition is the one word which you must not end a sentence *with*," thus, perhaps unintentionally, doubly emphasizing his point. Such a sentence has a weak, ragged, incomplete effect. "What subject are you speaking on?" lacks the finished, rounded form of "On what subject are you speaking?"

The question of the use of slang may occur here, and, whilst it would be too much to aver that slang should never be used, it must be pointed out that only in certain circumstances is it in any way effective or desirable. To some audiences, quite possibly, your arguments will be much more comprehensible and forcible if delivered in the language which they themselves affect. Under such circumstances some slang may perhaps be permissible; but it should be borne in mind that the English language, wielded properly, is capable of expressing practically any idea without becoming in any way obscure, and that slang is usually the outcome of a limited vocabulary. When speaking on

sporting subjects, of course, sporting slang may be used, and cannot be objected to unless it is overworked. In any case, it is a good plan to use slang sparingly. This rule ensures that if, and when, resorted to, a slang expression becomes particularly trenchant.

Metaphor and allegory are adopted to picture an idea the more vividly. In all figurative speech the image chosen should be suited to the subject, and the metaphor must be consistent throughout. By this it is not meant to debar a speaker from using a succession of apt metaphors.

The use of Latin tags and foreign phrases cannot be commended. It is true that there are some abstractions that can be expressed only with difficulty in English, and for which it is often advantageous to employ a foreign idiom. But such expedients will but rarely assist you in making your meaning clear to an average audience; and, generally, they will conclude you are airing your knowledge, and it is well to bear in mind that an effort to show off learning often results in an exposure of ignorance.

Your object as a speaker should be to say what you have to say so as to instruct or persuade your hearers; and with this end in view, your keynote should be simplicity.

It is perhaps impossible to recapitulate this rather discursive chapter after the manner adopted in the preceding one; but the student will profit if he keeps in mind the importance of (1) slow reading aloud as an aid to correct use of the aspirate; (2) regular reference to a good dictionary as a means to extended vocabulary and correct pronunciation; (3) intellectual conversation and reading as methods of broadening the mind; and (4) simplicity of language and gesture as the foundation of effective style.

CHAPTER III

PREPARING A SPEECH

In your preliminary attempts at speech-making you may find that notes are more hindering than helpful. In overcoming your nervousness, short narratives and descriptions—spoken essays, in fact—will serve as the best exercises. From these you may progress to short criticisms of, or replies to, other persons' speeches. But at this stage the necessity for brief notes will make itself apparent; and as soon as you feel confident enough to discuss a subject at some length, this preparation of the necessary notes must engage your attention.

In roughing out a speech there are several rules to be remembered. The point to be established must always be borne in mind, and every argument used should bear directly upon and lead rationally up to that point.

Digression of any kind must be rigidly excluded. Excursions into bypaths tend to distract the minds of your hearers, and possibly your own mind, from the main theme. They also use up time unprofitably. Every fresh fact or argument should proceed easily and logically from that preceding it; and it is in enabling you to ensure this that notes are of greatest value.

It has been said that the best advice on making a speech is embodied in the injunction to "stand up, speak up, and shut up." And very truly, too, for there is a great deal more in the phrase than is at once apparent. To stand up physically you will have already learnt. But you have still to stand up to your subject, to deal with it fairly, squarely, and thoroughly. Speaking up, also, applies as much to the substance of your discourse as to the manner of its delivery; you must

ensure that your method of treatment is worthy of the subject you expound and the audience you address. And to shut up is not the easiest part of a speaker's task. Simply to dry up because your supply of ideas has run out will undo any good you may have achieved. Your various arguments have to be brought together and rounded off in a climax, which will leave your hearers with a clear-cut impression of unassailable logic arriving at an absolutely right conclusion. Having reached your culminating point, you should never on any pretext return to go over old ground.

The arrangement of your notes should conduce to all these desired excellences. A few ideas jotted down anyhow will be much more likely to confuse than to assist you. Care expended in preparing notes will help you in two ways. The preparation will serve practically as a rehearsal of the speech, fixing the ideas strongly in your brain; the notes themselves, when referred to, will be immediately intelligible, and a real help.

Before proceeding, however, with the preparation of notes, a clear understanding of the essential component parts of a speech must be obtained. These parts may be regarded as being six in number, each following rationally from that preceding, all in direct relation to each other and the whole. They are as follows:

- (1) General introduction of subject.
- (2) Statement of the particular proposition which is to be treated.
- (3) The evidence in detail.
- (4) The summary of evidence.
- (5) Statement of the logical conclusion to be drawn from such evidence.
- (6) The appeal for support, or the "peroration."

Under these headings your notes may most conveniently be set down. Naturally, certain of the divisions are capable of further subdivision. Evidence in detail, for instance, may well have six divisions of its own, the number being mainly dependent on its bulk.

Let us suppose, for the purpose of a practical example, that you have to deliver a speech on "The Need for Prison Reform." Having acquired a fair knowledge of your subject, you come to the preparation of your notes.

First comes the question of how to open. Your introduction must be of a nature to arrest attention. Some topical or personal reference will generally achieve this end, and is the method very frequently adopted. In the present instance it will do very well.

Now, then, for the first note. Since the question is of prisons, recent police proceedings will supply a topical reference. Select a case that has received a fair amount of press comment, and under the first of the headings mentioned above, write down—

(1) John Smith, burglar. 3 years.

Having mentioned this case in opening your speech, you have to lead up to the subject of Prisons. On prisons few people have very definite ideas. You may bring this home to them by asking whether they have any idea where and to what John Smith is going. Very good; write as a second note, under the same heading—

Where is he going?

To make your third note you may elaborate somewhat upon the second, and calling to mind the inhumanities practiced in contemporary prisons upon the

unfortunate inmates, you might urge the point that it is never too late to mend.

- (1) John Smith, burglar. 3 years.
Where is he going?
It is Never Too Late to Mend.

Passing to heading (2) you have to set out your "argument" or the proposition you wish to prove. For this, bearing in mind that you wish to show that the prisons need reform, you had best give some reason why as at present constituted they are wrong. You think, perhaps, that it is because they do not have the requisite effect. Surely they ought to improve criminals, not merely punish them in a spirit of vindictiveness. That offenders are not improved by periods of imprisonment is shown by the continual mention in the press of persons who have twenty or thirty convictions, and who have spent the greater portion of their lives in jail. Under (2), then, write down—

- (2) Prisons need reform.
They do not improve criminals.
Shown by repeated convictions.

With (3) we come to the presentment of the evidence you have acquired by reading up your subject, or in other ways. Its quantity will be governed by your time-limit to a certain extent; but if the time allowed you is short, you should economize it by compressing details rather than by omitting them. Your notes of evidence will appear something like this:

- (3) Food in prison is inadequate in quantity and quality.
Punishment entails reduction of food (starvation).
Silence is enforced (mental torture).
Solitary confinement (ditto).
Condemned man's long periods of terrible suspense (ditto).
Divine Service is a farce.
Attempts at uplift futile.
New offenders thrown in with the old.

On each of these subheadings you should be able to discourse for two minutes or more, forcing your hearers to realize what these things mean.

For the summary of this evidence it will merely be necessary to make a note thus:

- (4) Physical and mental torture.
No genuine attempt to improve criminals.
Contamination.

The logical conclusion from all the foregoing is that the system does no good (actual harm, rather), is cruel, and is therefore in need of reform. Make a simple note to the effect.

- (5) System does harm.
Is cruel.
Vast improvement obviously necessary.

Your peroration should have all the eloquence of which you are capable; and, as a keynote, you might jot down as a final aid—

- (6) Ignorance of the facts alone could permit such frightfulness in a really civilized country!

As a whole, your notes will appear thus:

- (1) *General Introduction.*
John Smith, burglar. 3 years.
Where is he going?
It is Never Too Late to Mend.
- (2) *Statement of Particular Proposition to be Expounded.*
Prison system needs reform.
It does not improve criminals.
Shown by repeated convictions.
- (3) *The Evidence in Detail.*
Food in prison inadequate in quantity and quality.
Punishments entail reduction of food (starvation).
Solitary confinement (mental torture).
Silence is enforced (ditto).
Condemned man's long periods of terrible suspense (ditto).
Divine Service is a farce.

Attempts at uplift futile.

New offenders are thrown in with the old.

(4) *Summary of Evidence.*

Physical and mental torture.

No genuine attempt to improve criminals.

Contamination.

(5) *Exposition of Logical Conclusion from Evidence.*

System does harm.

Is cruel.

Vast improvement obviously necessary.

(6) *Peroration.*

Ignorance of facts alone could permit such frightfulness
in a really civilized country.

If your memory is good, or if you have had some little experience, the above could advantageously be cut down to—

(1) John Smith. Never too late to mend.

(2) Reform. No improving effect. Repeated convictions.

(3) Food. Solitary. Silence. Long periods. Moral teachings
farce. Contamination.

(4) Torture. Fail to uplift. Make worse.

(5) Harmful. Cruel. REFORM.

(6) Frightfulness—civilization.

A beginner would be ill-advised, however, to attempt a speech from notes cut down to this extent. The longer form is clearer, and if well spaced and arranged can hardly mislead him.

In part (2) of a speech it is usually necessary, besides stating your proposition, to define the terms used therein. In the example used this was not necessary; but had your subject been, say, "Flaws in Tariff Legislation," it would have been necessary to explain what you meant by "flaws" and by "tariff legislation." Omitting to define your terms will almost invariably result in your being misunderstood.

The "peroration" is the appeal to the heart made after all possible has been done by appealing to reason.

Speakers who do not possess the gift of rhetoric are best advised to close with a quiet request for a verdict on the evidence shown.

Before leaving the subject it must be admitted that some authorities advise that a beginner should write out the whole of his speech, commit it to memory, and have the whole of the manuscript with him for reference when his ordeal arrives. It is true that some of our most brilliant speakers have followed this practice; and it is also true that the most striking phrases of any speech are more often the result of deliberate preparation than of the inspiration of the moment. The practice is, nevertheless, not commended herein, as it so often leads to flat monotonous delivery, and to complete confusion in the event of the speaker "losing his place."

CHAPTER IV

AFTER-DINNER SPEAKING

There are doubtless many who, without wishing to deliver controversial speeches, feel that they would very much like to attain some proficiency in what is called "after-dinner speaking." For everyone who mixes with his fellows socially is bound at some time or other to be called upon for a speech; and at every social gathering a few of the right words said in the right way go far indeed towards setting each individual at his ease, and convinced that he is in excellent company. Again, there may be others who, holding some office, such as secretary of a social or sporting club, find that the preparation and presentment of reports fills them with undue misgiving.

Correct enunciation, diction, and construction are, if possible, even more important in the non-controversial

type of speech than in the type already dealt with; therefore a beginner must first give attention to the principles already outlined.

The after-dinner speech is usually a preliminary to the proposal of a toast, or a response thereto. Consequently its essential qualities should be gracefulness and geniality. A humorous element, though not essential in all cases, is generally advantageous. Obviously, notes cannot be used, so that the student of this branch of the art of elocution must specialize, if he can, in extempore speaking. But—at first, at any rate—preparation of the whole speech beforehand is the best plan to adopt whenever it is possible. Initial efforts should be brief—just a few well-constructed phrases of appreciation. These will have much greater effect than a tedious string of disjointed remarks. This fault requires considerable effort to eliminate. In after-dinner speaking it is very common, and detracts greatly from what might otherwise be neat, graceful delivery. Other faults are the use of too ponderous and labored humor, and, perhaps most of all, repeated deliberate punning.

The proposition of what are called “loyal” toasts, such as “Our President,” “The Stars and Stripes,” etc., will be of course a more formal affair than the usual run of after-dinner speeches. So also will be the proposing of the health of certain personalities at formal banquets. But such duties are almost invariably assigned to old hands, so that a beginner will not go far wrong in making it his aim to be light and entertaining. Five minutes is probably the utmost time his speech should occupy; but although short compared with expository speeches, it must have a concentrated excellence and a glitter that cannot be obtained usually by leaving anything to chance. Therefore, a toast or

response should be mapped out in advance, and subjected to much pruning and polishing.

It may so happen, however, that a speaker may find himself anticipated; a previous speaker, quite by accident, may use your choicest *bon mot* and render useless your carefully prepared address. Here the advantage of ready wit manifests itself. You will be practically forced to speak entirely extempore; and if unable to cope with the situation, your best plan is to admit frankly that you have been anticipated, and to confine yourself to as few words as possible.

The planning of an after-dinner speech, then, should be on the following lines:

The subject of the toast should be eulogized with as much sincerity as possible. Select some of his qualities that you genuinely admire, calling the attention of your audience to them and advancing your reasons for admiration. Choose a suitable anecdote, if you can, and weave it into the theme of your discourse. Round off with an epigram of your own construction, or an apt quotation. Dress the whole speech in the choicest language of which you are capable, being careful that its tone suits the audience. Go over the whole two or three times, repolishing and cutting out anything superfluous.

But, you will say, what about that most difficult part, the opening? The question has been left purposely to be dealt with separately. It is in framing a good opening sentence that one often experiences most difficulty. Well, then, on this point let it be understood that the best plan is to begin by saying what you really feel about the job that has been thrust upon you. Say whether you feel pleased, honored, reluctant, unfitted, etc., as the case may be. Even if you stand up and blurt out, "I hate doing this," you will find that the

general tendency will be to hail you as a unique wit rather than as a fool. In the following pages will be found several ready-made speeches given at full length, together with several frameworks on which you may build up your own speeches for various occasions. The speeches given at full length should be regarded as models and indications of the lines you should follow rather than as actual speeches to be learnt by heart. But if you have an extremely low opinion of your own powers, you may, by reading them through (possibly combining parts of two or three), find something which, memorized, may serve your purpose.

Responding to a toast will be found, on the whole, easier than proposing one. Brevity is expected, and if you do not feel confident you need do little beyond return thanks. If, however, you wish to "pad" your speech somewhat, you will find ideas are ready to hand in the remarks that the proposer of the toast has made. While he was making them, certain comments are bound to have occurred to you; if he has raised a laugh, you should be able to raise another by reference to some other aspect of his witticism. First efforts in after-dinner speaking may well take this form.

With regard to the other type of non-controversial speech—namely, the report or statement such as a secretary or treasurer has at certain intervals to submit to his committee—very little needs to be said. Undoubtedly the best plan is to prepare your report *in extenso*, and to read it out. Facts in detail, arranged briefly, and so as to be easily comprehensible, are what you will be expected to furnish. The arrangement of your facts should follow some definite order, either chronological or that of their relative importance. At the conclusion it is sometimes an advantage to add a few words illustrating, say, the total effect of all the

things that have been done or left undone, or the comparison between the period dealt with and some previous period. Examples are given in Chapter IX.

CHAPTER V

THE DUTIES OF A CHAIRMAN

Upon the choice of a suitable individual as chairman the smooth running and success of a gathering largely depend. The most simple method of election is for one of those present to say, "I move that Mr. So-and-So be appointed chairman" and for another person to second the motion. If other names are proposed, a vote should be taken by a show of hands.

A chairman should be genial, tactful, preferably a fairly able speaker, and must possess some force of character. His position invests him with the authority to maintain order at the meeting, and he should be able to use his authority to ensure to every speaker a fair hearing without unseemly interruption. At convivial gatherings the maintenance of an atmosphere of good-fellowship rests mainly with the chairman; and on such occasions he should be able to assert sufficient authority to prevent any unruliness or disturbance.

At a formal meeting, such as a committee meeting, the chairman's first duty is to state briefly for what purpose the meeting has been convened. He will then cause the minutes of the previous meeting to be read, and after this has been done, will ask someone to move "That the minutes be approved." If the motion is carried, he signs the minute-book. If any objections are raised, he sees that the necessary alterations are made before signing.

This having been done, he announces, clearly and concisely, the first subject for discussion, and calls upon the first speaker by name. If the meeting should be a political one, or if the proceedings are to take the form of a debate, he will introduce the chief speakers, each in his turn, always remembering to be brief. After the chief speaker or speakers have had their say, it is the chairman's duty to announce that the subject is open for discussion. Should two persons rise at once to speak, he should request one by name to proceed, and call upon the other as soon as the first sits down. If any speaker shows a tendency to wander from the point, to become personal, or to take up too much time, the chairman must call his attention to the subject under discussion and the fact that there is but a limited time for each speaker.

At the end of a discussion the chairman will put before the meeting the proposal or motion on which a vote is required, and will ascertain the votes for and against either by a show of hands or a division. He will then announce whether the motion is lost or carried, stating the majority. Should there be an equally divided vote, he may give his casting vote.

Any amendment to a motion which may be proposed must be voted upon before the motion itself. When the agenda of the meeting has been carried out the chairman will formally declare the meeting at an end.

In lieu of a chairman, a toastmaster usually officiates at such social gatherings as banquets, etc., his special province being to lead in the proposal of toasts, and particularly toasts of a patriotic nature, such as: "To Our Flag," "To Our Army," "To Our Navy," etc., and to the health of the guest of the occasion—should there be one.

CHAPTER VI

*ELOCUTION CLUBS AND RULES FOR THE
FORMATION OF DEBATING CLUBS*

It frequently happens that persons who have never spoken in public are averse from joining established debating clubs, although they are genuinely anxious to acquire experience in speaking to an audience. For these, a small more or less informal elocution (or writers') club where various subjects are debated is an excellent school for practice.

It needs but four or five such individuals to start such a club, but they must first enlist the sympathy and services of one who has some ability in public speaking, and experience as a chairman, if possible, to act as their teacher.

The teacher will act always as chairman, and will use his tact and experience to assist the more nervous beginners. At the first meetings he should give or read a short address on the principles of good speaking. He should then call upon each one present to speak for, say, two minutes on any subject. Generally a request for some personal reminiscence elicits the most ready response. Those whose nervousness is so great that they cannot bring themselves to speak at all may be given one or two short passages to read, paying special attention to articulation, etc. It has been the experience of many observers that the most one can expect of some persons at the very first is that they will stand up and say, with prompting, "Mr. Chairman, Ladies and Gentlemen!" This, exaggerated as it may seem, need not be considered wholly as failure. For, at least, the individual has been made to *stand up* and to say *something*.

After each little speech or effort at correct reading, the teacher should offer a few critical remarks. In this he should adopt a courteous, perhaps fatherly, manner, being careful always to give due prominence to any slight improvement he can discern. At the second and two or three subsequent meetings the members should be confined more and more to giving their opinions on controversial topics, the same system of criticism being carried out. As a variation other members of the small audience may be invited to offer criticism.

At, say, the fourth or fifth meeting the chairman should give a short address on the component parts of a speech and the system of arranging notes, as outlined in Chapter III, presenting, if possible, each member with a copy of the six headings under which his or her notes should be made. At subsequent meetings speeches on subjects suggested by the chairman or chosen by themselves should be prepared beforehand and delivered by the members in turn. The criticism may now be made a little more severe, and the attention of individuals directed to their own particular bad habits and faults.

After a short time it will be found interesting to devote about half the time of a meeting to prepared speeches, and the remaining half to a short debate on some topic proposed and decided upon by vote. After this stage the evolution of the club into a debating circle pure and simple will be almost inevitable; and when, by general opinion, the need for the criticising system is no longer felt, no time should be lost in constituting, with the correct rules and officers, a proper debating society.

A debating society should have the following officers :

1. A President or Chairman.
2. Vice-President or Vice-Chairman (one or more).
3. A Secretary and Treasurer (or, if desired, these offices may be held by separate individuals).

A Committee should be formed of all the officers and at least an equal number of members.

The President, or his "Vice," will take the chair at all meetings ; his duties will be found outlined in Chapter V.

The Secretary has charge of all the society's correspondence, is responsible that the minutes are entered up, and it is his duty to arrange debates with other clubs, and to inform members whenever meetings are to be held.

The Treasurer has charge of members' subscriptions, sees that they are paid, and keeps the accounts of the society generally. On him rests the responsibility of paying for the premises in which meetings are held, if any such payment is necessary.

The Committee select subjects for debate, speakers to open in the affirmative and the negative, and arrange the program of the society's activities. They decide on all questions arising within the society, and are generally responsible for the drawing up of the code of rules.

This code of rules should state, under separate numbered headings, the name of the club ; the officers ; their terms of office and method of election ; the regulations as to membership and subscriptions ; the times and days of meetings, both committee and ordinary ; the way in which meetings are to be conducted : and miscellaneous rules governing the selection of subjects for debate, the admission of visitors, etc.

At an ordinary meeting the chairman will first dispose of the business of reading and approving the minutes, and any private matters concerned with the working of the society; this he should do with as little delay as possible, as the majority of those present will be anxious for the debate. Then, as stated in the chapter on the Chairman's Duties, he will state the subject, and call upon the openers in turn.

In open discussion it is usually the rule to allow each member a certain time and one chance only; although of course a member may rise at any time "on a point of order." When time is up, or no more debaters are forthcoming, the chairman should call on the opener, or if there were two, upon both of them in turn, to make a short reply to the criticisms advanced. The motion should then be put to the meeting, and a vote taken by a show of hands. The result of the voting should be announced clearly by the chairman.

Members of any debating society should bear in mind that if it is worth while to speak at all on a subject it is worth while to acquire some knowledge beforehand. Above all, it should be remembered that contradiction is not argument, and that every question has more than one aspect.

MODEL SPEECHES AND USEFUL MATERIAL FOR SPEAKERS

It will be noticed that the following models are almost all brief and simple in construction. They have been made so intentionally, being designed to serve as guides for first efforts. It will be found comparatively easy to lengthen one's speeches after a little practice and experience has been gained.

CHAPTER VII

*GENERAL AND LOCAL ELECTIONEERING
SPEECHES*

INTRODUCING A POLITICAL CANDIDATE

Ladies and Gentlemen: My first and chief duty as chairman this evening is to introduce to you Mr. —— as a candidate to represent in Washington the interests of this Congressional district. A great many of you, possibly, know him better than I do. But, although my acquaintance with him has been of short duration, it has been sufficient to convince me that he is in every way an able exponent of the principles of the —— Party, and a man upon whom we may safely rely for the furtherance of the Party's aims. As this meeting has been convened mainly to afford you the opportunity of hearing from Mr. —— himself his opinions upon the pressing questions of the day, I will trespass upon your time no more than is necessary to request you earnestly to give him a fair and patient hearing. Any questions you may desire to put he will be only too pleased to answer at the conclusion of his address. For my own part, I am satisfied that his address will be well worth your attention; and I may add that he already has the promise of my support and vote. Ladies and gentlemen, Mr. —— will now address you.

SUPPORTING THE NOMINATION OF A POLITICAL
CANDIDATE

Mr. Chairman, Ladies and Gentlemen: After hearing Mr. ——'s able exposition of his views, and, moreover, by reason of a knowledge of his character—gained during a long and intimate acquaintance—I

have no hesitation in supporting the proposition that Mr. — be nominated as the — Party candidate to contest the coming election. For the benefit of those who, perhaps, are unacquainted with Mr. —, I would like to give a brief account of the excellent work which he has done locally in connection with the — and the — during the last five years. The — Organization, to which he is now acting as general secretary, owes, I think I may say, practically the whole of its strength and efficiency to his untiring efforts, etc. . . . Those with whom Mr. — comes in daily contact are unanimous in the opinion that his personality and energy are of inestimable value to any interests which it is his intention to further. That he has the interests of the voters of this district at heart, I think should be plain to all; and that he intends to devote his whole attention to the matters of which he has just spoken is my firm conviction. As a citizen, Mr. — is universally esteemed; and as a politician he has shown us that he possesses common sense coupled with fine ideals and worthy aspirations. Ladies and gentlemen, I have very great pleasure in supporting the proposal that we nominate Mr. — as our candidate.

PROPOSING THE NOMINATION OF A CANDIDATE FOR A MUNICIPAL OFFICE

Mr. Chairman, Ladies and Gentlemen: It is with great pleasure and some pride that I rise to propose my friend Mr. — as candidate for election to the — Town Council. Those of you who know him as well as I do will have no hesitation in agreeing with me that he is the man we want. For the past few weeks he has been doing everything humanly possible to

bring before his fellow-townsmen the principles and program for which he stands. He is peculiarly adapted, in my opinion, to secure for the town, if he is elected, the consideration of those matters which have been, for reasons it is not my place to mention, so long neglected. Our local authority needs young men of energy and thoroughness more at the present time than ever before. It is impossible to disguise the fact that matters in this town are in a bad state—that is, as far as the interest of the workers, who are the bulk of the voters, is concerned. I would remind you of the These improvements, for which we have so long looked in vain, will never be secured without considerable pressure. The particular reforms most immediately desirable and attainable have been, and will be again, indicated by Mr. — himself; but I would emphasize to you this point, that however much we agree that they are desirable, we shall never obtain them unless we elect to office men of definite purpose and perseverance. I unhesitatingly say that, from his past record, we know Mr. — to be such a man; and I therefore strongly recommend the voters to give him their undivided support.

OPPOSING THE NOMINATION OF A CANDIDATE FOR OFFICE

Mr. Chairman, Ladies and Gentlemen: I have listened to Mr. —'s address with considerable interest, and I am willing to pay him the tribute that he has stated his opinions honestly and well. You, Mr. Chairman, have advanced to us several good reasons demonstrating his suitability to represent us. Nevertheless, I feel it my duty to put before this meeting several points to which I think we should give further con-

sideration before nominating him as our candidate. In the first place, Mr. —, although he has touched upon the subject, has not dealt thoroughly with the question of His replies to various questions on the matter have been, to say the least, somewhat meagre. I will not say they were evasive; but I suggest to you that this question of is of vital importance to us as voters and is not one which can be satisfactorily dealt with by a policy such as Mr. — has adopted in referring to it. He has expressed a general sort of agreement with what he terms "the Party's views" on the subject. To me it seems obvious that he has not devoted serious attention to it, and I protest that since the question is one that looms up large in our program, our duty is to select and elect for this constituency a candidate who thoroughly understands this matter, and who, moreover, intends to use his first and strongest efforts towards the furtherance of our aims in regard to it.

In regard to one or two other points, namely, and , it also appears that Mr. —'s attitude is hardly representative of our own. We have at previous meetings passed resolutions strongly in favor of In regard to this, I respectfully suggest to you again that Mr. — does not seem to take up a very definite position; and what little he has said on the matter does not appear to me to be in entire agreement with our own opinions. I maintain, Mr. Chairman, that we need a candidate with very definite knowledge and intentions in regard to these matters. Mr. — will, I am sure, understand that what I have said is actuated by no spirit of malice, but I honestly feel that much further consideration is necessary before we come to our final decision.

CHAPTER VIII

PATRIOTIC SPEECHES AND TOASTS

THE PRESIDENT

(Generally proposed by the toastmaster.)

The Simplest Form.

Gentlemen: "To the President of the United States!"

A Form Suitable for a Formal Gathering.

Gentlemen: My first duty is to propose a toast to "His Excellency, the President of the United States"—a duty which is in itself an honor, and one in which I am confident of the cordial support of every one here present. There is no necessity for me to enumerate those qualities in our President which endear him to us all, and cause this simple toast to be drunk with commendable pride whenever and wherever a few Americans are gathered together. Our President in a measure represents to us the glory of our great Republic, and the liberties and the ideals for which our forefathers struggled and fought, and quick response to the call to arms, from every nook and corner of the Republic, when these liberties and ideals are threatened, confirms me in the belief, that deep down in the heart of every American, whatever may be his temporal estate, is implanted an inextinguishable loyalty to his country; and in that conviction I am sure that the toast I shall propose will meet with a warm and sincere response. Gentlemen: To the health of His Excellency, the President of the United States.

TOAST TO A PHILANTHROPIST AT A CHARITY FUNCTION

Ladies and Gentlemen: We are assembled here to-night that we may do honor to one whose name is

graven on the hearts of countless sufferers who have felt the gentle touch of his Samaritan hand.

All of you present are no doubt aware that our cause received great assistance from the magic of Mr. ——'s name, which headed our list with so generous a contribution in our recent strenuous drive for the amelioration of the bitter hardships and suffering to which were subjected our less favored and destitute fellow citizens throughout a protracted period of unemployment, and during a winter of almost unprecedented rigor.

But this is only one instance among many wherein our society has been the beneficiary of Mr. ——'s generosity. And in him, also, hospitals, orphanages and philanthropic enterprises of every sort have never failed to find ever ready sympathy and staunch support. Such constancy of solicitude for the welfare of the friendless and unfortunate, and the interest he displays in all measures for the betterment of their condition, stamps him as a humanitarian worthy of the greatest admiration and respect, and I now call upon you, ladies and gentlemen, to drink the health of our distinguished guest and patron, Mr. ——.

A Form Suitable for a Patriotic Gathering

Ladies and Gentlemen: My duty tonight is to propose a toast to the Constitution of the United States and I approach my task not without some feelings of diffidence. In a great country like ours, of which we may be justly proud, whilst still conscious of its failings, it is necessary that we should have some official head. There may be amongst you some who may question whether the particular form of Constitution we now have is the best; but it is one that has not only weathered great crises and withstood the storm of

circumstances, but one that has been responsive to those pressures which tend to modify and improve its form. In his capacity as Defender of the Constitution our President has repeatedly given evidence of his willingness to be guided by the representatives chosen by his people, and has shown that it is his desire to accommodate himself to the tendencies of our age.

Whilst it may be true that many of our traditional forms seem to have outlived their usefulness, I believe that the policies of our government move along uniformly and serenely with the spirit of the times. He who holds the most exalted position in the land, under the provisions of our Constitution, and whose firm grasp holds the rudder and directs the great ship of state in its course, I believe I may truly claim, is a real president—not of some, but of all the people—and a fitting representative of the great nation over which he presides. As head of the State he forms as it were, a link between the continental United States and our country's possessions, which assures to them the great boon of that liberty and freedom in the pursuit of happiness, which our Constitution guarantees to every free born American, regardless of color, creed and station in life whatsoever it may be. As we all know—and as history will record for ages to come—the Constitution of the United States is the greatest political and ethical code ever conceived in the mind of man for the birth and guidance of a nation and the establishment and preservation of human freedom, and it is the symbol of hope to which we must all cling, and for which, if needs be, cheerfully die. Therefore, ladies and gentlemen, I feel assured that whatever your individual shades of opinion may be, you will join with me in sincerely drinking a toast to the perpetuity and enduring fame of our glorious Constitution!

A Form Suitable for any Occasion.

Ladies and Gentlemen: At a gathering of such a character as this it would be impossible for us to pass to the consideration of other toasts before that one which every citizen of —— must agree is an honor to propose. It is our happy fortune to live in a city with a system of municipal government which has served as a model to other great municipalities the world over, and the head of this great city is one to whom we can honestly look, I think, with admiration and respect by reason of his proved ability to give the right lead to the people over whom it has been destined that he should preside. It would be needless for me to remind you of the many occasions on which our able mayor has exhibited those business qualities which, whilst we may expect to find them, have not been shown invariably by some other incumbents in the past. The personal consideration which His Honor has ever displayed towards even the humblest of his fellow citizens, need no words of mine to embellish. His fitness for the high office he holds cannot be better proved than by the genuine respect in which he is held today. I ask you to fill your glasses and drink to the continued long life, well-being, and prosperity of His Honor, our Mayor.

A Form Suitable for a Gathering of Sportsmen

Gentlemen: It is my pleasant duty now to propose the health of one of the finest young sportsmen in the country, Mr. —— . I think we may rest assured that as time rolls on his prowess as a sportsman will grow, judging from present indications, to fulfill the most sanguine expectations of his friends and admirers. We have had already many instances which prove that Mr. —— possesses the true instinct of the type. I

would call to your memory the many stories of his keenness when in the army to incur the full risk and excitement of the life in the trenches; in spite of the entreaties of near and influential friends to accept posts of less hardship and danger he insisted upon serving under conditions identical with those of the rest of the troops, thus showing, as a true sportsman always does, that he desired no advantage over others. He also succeeded, much against the wishes, I believe, of those to whom he was connected by ties of blood and friendship, in experiencing the thrills of that newest and most sporting profession, flying. In the hunting field he is a well known and popular figure; he bids fair to become one of the finest shots in the country; and there is not one of our national sports with which he has not at some time or other identified himself as a skilful and worthy exponent. When, in good time he may enter the field of statesmanship and be awarded those high honors that are within the conferring power of the people, I am confident that it will be his ambition in all things to "play the game." I ask you, then, gentlemen, to rise and drink the health of our distinguished guest and that real sportsman, Mr. —.

The Army

(Proposed by the toastmaster.)

Gentlemen: The next toast on our list is that of the Army. It is with particular pleasure that I rise to propose it, for, although I myself have never had the honor of serving my country as a soldier, my near ancestors and descendants have almost all done so. My sons are serving now; my father died in his country's service; and you will understand that the proposing of this toast is, to me, something of a sacred duty.

After the terrible events of recent years, no words of mine could do justice to the American Army. Its deeds have earned for it fresh laurels to add to already glorious records. During the recent struggle, the old Army, for the time, merged its identity for all practical purposes in that of the whole nation; but it says much for the Army tradition, that in spite of unprecedented circumstances, the same indomitable spirit predominated amongst our citizen soldiers as held sway in the purely professional Army of the old days. This toast embraces, too, those marines who so nobly acquitted themselves on divers memorable occasions. Their famous feats of valor on the firing lines in France are worthy to rank with the greatest deeds of arms that history can show. My toast is a solemn one, gentlemen; in drinking it we can but remember the thousands of all ranks who gave their lives in the course of their duty. Gentlemen, "The American Army!"

The Navy.

(Proposed by the toastmaster.)

Gentlemen: I now have the honor to propose a toast to that invincible arm of our defense, the American Navy! Verily, such faint pæans of praise as my feeble efforts can attain, shed but little luster upon its renown, since its glorious deeds have ever spoken for themselves. In the war it valiantly maintained the noble traditions built up by the heroes of the past—Paul Jones, Decatur, Farragut, Dewey, and a thousand others. In spite of the questionable tactics adopted by our foes in the World War of frightful memory, in spite of their U-boats, the American Navy, in conjunction with the British, kept the seas open and free for the transhipment of merchandise both of peace and

of war. And the final downfall of our enemies was in a large part due to the unceasing watch kept by these naval forces in the North Sea, and other places. Of old we spoke of ships of oak and hearts of oak. Nowadays our ships are of steel; and it is not too much to say that the hearts of our sailor-men have evolved in a like manner with their ships. Naught but iron courage and nerves of steel can stand the strain of naval warfare today; our sailors are veritable men of steel! Our Navy is an institution of which we can be more justifiably proud today than ever before; therefore, gentlemen, I count on an enthusiastic response to my toast to our country's sure shield—the Navy!

The Air Force.

(Proposed by the toastmaster.)

Gentlemen: The toast it is now my duty to propose is a comparatively new one. In the days prior to the war aviation was embryonic, employed in the sphere of sports and given scant attention as a formidable means of warfare. In the short space of five years the infant has grown to be a giant, with characteristics entirely its own. It has a future before it of unbounded possibilities; already it has a tradition as great and glorious, if not as old, as that of any other fighting force. It has produced heroes in no small number; names that will never sink into oblivion. The records of the Flying Corps show a spirit of youthful daring and energy without which the present Air Force could never have come into being, and which forms the keynote of that *esprit de corps* which pervades this new Service today. It is a young Service; its ways are those of all youthful things—energetic, forceful, and greatly daring. Doubtless this impetuous-

ity requires some measure of restraint. But I would remind you that without it the marvelous achievements of our airmen in the war would have been impossible. And I would like to mention that there was accomplished during the war a vast deal of steady routine work—humdrum photographic reconnaissances and the like—which was no whit less dangerous and meritorious than the more spectacular aerial fighting which naturally tends to fill the public eye. The American Air Force is a Service which, in spite of its novelty, has nobly earned a right to our esteem; it has achieved great things, and will, I am confident, achieve greater. Charge your glasses, then, gentlemen, and drink a bumper toast to the latest and greatest auxiliary to our forces on land and sea, our forces in the air!

To a certain Regiment.

(Proposed by the toastmaster.)

Gentlemen: I now rise to propose the toast of the evening, the ——th Regiment, U. S. Infantry. We have assembled here this evening with the primary intention of honoring in our own way, the name of the old unit in which we have all, at one time or another, served. There can be few here who had earlier acquaintance with ——th Regiment than myself. I saw many fresh faces come, remain for a while, and then depart for other spheres of activity. Several of those faces I am glad and proud to see here tonight. Some there were amongst my old friends and comrades who have since made the supreme sacrifice; in making that sacrifice they have but borne their part in upholding and fashioning the glorious traditions which it has ever been our pride to maintain. But those who have passed out would be the last to wish us to be gloomy

on an occasion such as this. What greater delight is there for old warriors than the fighting of their battles over again—with the aid of good wine and the fragrant weed? Need I remind you of the strenuous days we passed at —— during the ——? We earned there a reputation that will never fade as long as deeds of heroism are emblazoned upon the pages of American history. Need I speak of the great night we had when the news came through that ——'s valorous deed had earned him the soldier's most coveted reward? No; I see by your faces that the old memories glow within you yet. As a soldier is taught to do, I regard the ——th Regiment as the finest unit in Uncle Sam's Forces; I am confident that its present members will never allow its glorious past to be forgotten; I am confident they will add to its already great list of achievements; and, finally and above all, I am supremely confident that with enthusiasm and one accord you will drink with me to the continued honor of the ——th Regiment, U. S. Infantry!

An Airman's Response to a Toast.

Mr. Chairman and Gentlemen: I feel I am quite unworthy of the honor that has been conferred upon me. I am far too junior a member of the Air Force to take upon my immature shoulders the task of replying, on behalf of the great Service of which I am so insignificant a part, to your enthusiastically expressed goodwill towards us. Perhaps my youthfulness was the cause of our eloquent toastmaster's remarks on the youthful and impetuous spirit of the Force! Be that as it may, I am far from denying the truth of his remarks; but I would like to add my quota to what he also said in regard to the vast amount of humdrum routine work which it falls to our lot to perform. I

know that we have a reputation for being rather a hare-brained, dare-devil crowd of young scamps. I even heard it said the other day that the same irresponsible spirit pervaded even that awe-inspiring institution called the War Department, and that it was responsible for the reckless finance, etc., with which that body has been credited. But I would like to dispute the accusation. We are not so bad as we have been painted—not nearly so rash and impetuous as some would have you believe. Really, we are extremely cautious! For those who lack caution, I would remind you, do not last long in our profession! But, jesting on one side, I must say, gentlemen, that I feel greatly honored by the way in which you have expressed your appreciation of the Service to which I belong; and, as a humble member of that Service, I beg leave to return heartfelt thanks, on behalf of the American Air Force, for your generous expression of good feeling.

*Toast to the Fighting Forces (a Short Form suitable
for an Informal Gathering.)*

Ladies and Gentlemen: Although tonight we have no formal toast-list, I feel that we ought not to let the evening pass without paying a tribute to the Services, many representatives of which I know are present with us. There can scarcely exist today an individual who has not in the recent years had some more or less intimate connection with either the Army, the Navy, the Air Force, or one of the gallant Auxiliary Services. Therefore, I submit to you, gentlemen, as a pleasant duty, a toast to all the Fighting Forces of our Beloved Country!

CHAPTER IX

*SPEECHES FOR CLUB AND TRADE UNION
OFFICIALS*

A TENNIS CLUB SECRETARY'S REPORT

Mr. Chairman and Gentlemen: In preparing this report to place before you, I have endeavored to be as brief as possible, and to arrange it in such a way that members—new members particularly—may obtain a comprehensive view of the club's development during the past year.

First, as to last season. Matches played numbered —, of which we won —, drew —, and lost —. On — occasions visiting teams were entertained to lunch and tea. It was decided at last year's General Meeting to make this a rule, and I think it has received general approbation, and rendered the club popular.

Our membership during the year has increased very considerably—from — to —. This is very gratifying, and I attribute it mainly to our having obtained the new club-house and ground. There are some financial details in connection with the matter with which the treasurer will deal later.

With regard to the acquisition of the new club ground, I would remind you that the project was embarked upon not without considerable opposition, on grounds of finance and expediency, from a proportion of our old members. Inquiries as to alternative accommodation were accordingly made; but the Committee's final decision was the right one, I think—for our present quarters are convenient and spacious, and have resulted, as I say, in raising considerably the status and popularity of the club.

Some new nets were acquired also towards the end of last season, were very well patronized, and will undoubtedly be required this season.

I must also refer to the three social events we held during the winter. They were each extremely successful, and I have been pressed by many members for a greater number in the future.

Coming now to my own work—the preliminaries for the coming season—I must first inform you that it has been decided to run matches to the number of —— and it has been arranged so that in “home” and “away” events the teams may have the use of our own ground alternately.

Finally, I wish to mention that many members have written urging the extension of our facilities. I am inclined to favor the idea, since we have ample room for two or three more courts; and I will be glad to undertake the arrangements if the project meets with general approval.

SPEECH BY THE SECRETARY OR OTHER OFFICIAL OF A
LABOR UNION IN SUBMITTING A QUESTION TO A
GENERAL MEETING

Mr. Chairman and Comrades: This meeting has been called in order that careful consideration may be given to the question of the desirability or otherwise of The question is one of peculiar difficulty; it not only involves considerations of finance and organization, it involves questions of policy and tactics, and—what is more important—the political views held by the individual members of our organization. In our membership we have men of all shades of political opinion. Many hold their particular political views very strongly; so that in considering this matter, no

sort of general agreement can be hoped for unless some criterion is applied which represents a point of view tenable by every member whatever his political conviction. The Committee have directed me to suggest to you that the criterion we should apply to a question of this kind is a very simple one—namely, whether, considered in the light of an investment, the project is one which is likely to yield a good return for the time, money, and energy which we should have to put into it. Our organization exists mainly for the purpose of securing for its members better conditions. Will the project of help us in that object to a degree commensurate with its cost? That is the question which I urge that each of you should put to himself.

I will now briefly set out the various arguments for and against the project. The case against is as follows:

First, ; second, , etc. The case in favor is as follows: First, ; second, , etc

In conclusion, the Committee wish me to say that they are themselves led by these latter considerations to recommend the proposal as one which it will pay us to adopt.

LABOR UNION SECRETARY'S REPORT ON THE YEAR'S WORK

Mr. Chairman and Gentlemen: In making this report of the things we have accomplished in our third year, I feel that, despite undoubted failures in one or two directions, our achievements have been such that we can afford to be proud of the year's work as a whole. Perhaps the most satisfactory information I have to impart is that our membership has increased

from —— at the beginning of the year to —— at the present time. We may also congratulate ourselves on the result of our efforts in regard to At the outset things looked extremely black for us in that matter; but, thanks to the energy and perseverance of Mr. —— and Mr. ——, after negotiations extending over a period of four months, a definite and fairly satisfactory settlement was reached. In the matter of, which I know is uppermost in your minds at present, a conclusion has not yet been reached; but I think that I may say that so far our prospects in that direction may be considered good. Our other activities I will go over briefly in order that you may obtain a comprehensive view of the progress we have made.

We have held —— meetings, at which the attendances have, on the whole, steadily increased.

Of social gatherings we have held in all ——: they have been increasingly popular, and have proved on the whole profitable.

We have also, etc.

The general state of our finances you have seen by the copies of the balance-sheet which have been circulated; but there are one or two items therein about which I wish to say a few words in explanation. The expenditure on was necessitated by, etc.

In conclusion, gentlemen, I would point out that, although we have made gratifying progress, much still remains to be done. In the year that is now before us we must not relax effort—rather, we must increase it—if we are fully to justify ourselves and the principles by which we stand.

CHAPTER X

SOCIAL AND CONVIVIAL SPEECHES AND
TOASTS

AT WEDDING, BIRTHDAY, AND COMING OF AGE PARTIES.

Toast to a Bride and Bridegroom.

Ladies and Gentlemen: The making of speeches is an art of which I have little experience. But I feel impelled to call your attention to a little ceremony which I think we ought not to omit. Before we speed them on their journey, we must drink a bumper toast to the happy pair who have today embarked upon a great adventure. Of late we have heard much in regard to the matrimonial venture—we have been told that it is going out of fashion, that it is a lottery in which prizes are all blanks, and much more to the same effect; but I am inclined to think that the explanation of these vaporings is that they emanate from the bridegroom's unsuccessful rivals! For there is no doubt in my mind that he has secured a prize, and that she, in her turn, has by no means drawn a blank. They agree with me, you see—observe it in their faces!

Hitherto I have been a contented bachelor; but I must confess that today I envy my old friend the visions that I know he sees; and I cannot say more than that I wish from the bottom of my heart that all his hopes may be fulfilled, and that he and his sweet bride will live long and happily to prove to me the error of my bachelor ways! Ladies and gentlemen, let us drink to the long life, prosperity, and, above all, the happiness of the Bride and Groom.

Response by the Husband (with Toast to Bridesmaids).

Ladies and Gentlemen: I thank you all for your kind thoughts. With so many warm friends, I fail to see why we should ever lack the happiness you wish us. For whatever may be in store for us, if we are to experience some of the trials and troubles that are mankind's common lot, I am sure that friendship such as yours will enable us to meet them with courage and surmount them with success.

I would like to say that I certainly intend to show my friend Mr. — the error of his ways. So well do I know his worth, that I recommend him unreservedly to the single ladies present; and so great is my esteem for the fair sex, that I recommend them even more unreservedly to his attention. And by the mutual interest I see already displayed, I am confident that before very long there will be interesting developments! We have only to wait and see! Meanwhile, in thanking you again, on behalf of my wife and myself, for your kindly good wishes, I wish to thank especially the ladies who have supported my wife in her trying ordeal, which, I secretly believe, she has enjoyed thoroughly, and I beg leave to give you a further toast. Ladies and gentlemen, "To the Bridesmaids." May they all officiate at one more wedding—at least!

A Birthday Toast.

Gentlemen: For some reason or other several of you have conspired to force on me the duty of proposing the toast of the evening. My natural modesty would prevent me assuming such prominence of my own accord; but since you wish it, and since the duty is one that is in itself a pleasure and an honor, I will endeavor to overcome my diffidence. I despair, however, of do-

ing my subject justice. Of what use is it for me to attempt to enumerate the sterling qualities of him in whose honor this little gathering is held? He is the very old friend of all of us, I think; and for myself, I can say that I value his friendship as my most precious possession. My high opinion of him is shared by all with whom he has come in contact, both in public and in private life—of that I am sure. We have evidence of it in his popularity and prominence in all our local affairs. His generous hospitality is proverbial, and he is an ever-ready friend in need. No words of mine, as I say, can do him justice; and in any case, his praise is superfluous at a gathering like this. So I will come to the point, and ask you to fill your glasses and drink Mr. ——'s very good health, wishing him "Many happy returns of the day!"

A Toast At Coming of Age.

Ladies and Gentlemen: It is now my pleasant duty to propose the health of the hero of the day. This is a great occasion for him—today he enters man's estate; I think you will all agree with me that he is a worthy addition to our ranks.

But I do not intend to make a sententious oration. This is a convivial meeting, and we are here to enjoy ourselves; and neither you nor I will do that if I continue this very stuttering utterance. My duty is simply to ask you toast our friend in the good old-fashioned way. So, gentlemen, fill up and drink up to our good friend, Mr. ——.

"For he's a jolly good fellow!"

AT ATHLETIC AND SPORTS CLUB MEETINGS

A Toast to "Our Opponents."

(Proposed by the captain of one of the teams at a football match dinner.)

Gentlemen: You have greatly honored me in selecting me to act as your toastmaster tonight, and I take this early opportunity of discharging what is perhaps the most pleasant of the duties which devolve upon my office—that is, the proposal of a toast to our opponents. The —— team have today given us a lesson in the way football should be played; but the game, although it went against us, was, nevertheless, enjoyable—to me, at any rate. I am not, of course, going to bore you with excuses for our failure. We did our best, every man of us; but our adversaries, on this occasion, we must admit, did better. Every member of my team will agree with me that the wonderful defence which we encountered is deserving of the highest compliment. Those sturdy backs, —— and ——, if they will permit me to say so, played a wonderfully skilful, hard, and clean game, and I, for one, shall remember not to underestimate their prowess at our next meeting! At the next meeting, of course, our positions will be reversed—I have no doubt of it! I should be guilty of disloyalty if I thought otherwise! But I acknowledge that our task will be no easy one, and I look forward with particular pleasure to what I am sure will be one of the best games of the season. Today we have enjoyed a great match; after all, victory or defeat matters little to the true lover of the game. We would sooner lose a hard game, such as today's, than win an easy one—you will all agree with that, I know. The play's the thing, gentlemen! No team can expect always to win; but next time you shall see things!

Meanwhile, let us do honor where honor is due. Gentlemen, "Our Worthy Opponents."

Response to the Above.

Gentlemen: On behalf of my fellow-players, I rise to thank you most heartily for the high tribute you have paid us; but, Mr. —, I must protest that you have been too complimentary. Our success was gratifying to us, naturally; but we must not forget that Dame Fortune helped us in no little degree. Had she been more impartial in her favors—well, the issue might have been very different.

Personally, I can say that the "wonderful defence" referred to was hard put to it on several occasions this afternoon. If we made a good show, it was because a formidable attack demanded of us our very best. I, in my turn, can assure you that I have resolved to bear well in mind that splendid short-passing combination which worried me more than a little today! And there is a left wing which I have privately decided will require special attention at our next meeting!

With all Mr. — has said I am in thorough agreement: a fast, hard game is the thing we look for and enjoy, no matter what the result. Football—the playing of it, I mean—brings out all that is best in a man. The selfish individualist has no place in the game; a man must play for his team, and in the doing so he learns self-denial as well as self-reliance. What is more, he learns to respect an honorable opponent, and to accept defeat generously and without loss of confidence, as you have shown us.

In conclusion, gentlemen, I must again thank you for the hearty reception and splendid game you have given us.

At a Yacht-Club Dinner.

Gentlemen: We are now coming towards the close of a sporting day and a jolly evening, and my pleasant duty as toastmaster is to call on you for one last toast, to the success of our Club. Other speakers have spoken of the stirring events of the day—our gains, our losses, and our hopes and intentions in regard to the future. I am afraid, however, that one worthy individual has not receive his due meed of praise. I refer to the Clerk of the Weather. Without his kind assistance our regatta could scarcely have been such a dazzling success.

I am afraid that time will not permit me to say all that is in my mind; but, before closing, I would like to add my quota to what the last speaker has said in praise of our worthy host. I have been behind the scenes, and I know that he has strained every effort to make our evening a complete and noteworthy success. His excellent fare and splendid arrangements have, I know, been thoroughly appreciated; but all good things must have an end. Therefore, gentlemen, the last toast, please—and bumpers; "Success to the —— Yacht Club!"

Toast to the Winner of a Gold Medal.

(At a Golf Club Dinner.)

Ladies and Gentlemen: On occasions like this, and in proposing a toast that is necessarily a pleasurable duty, it may be permitted for one to be momentarily autobiographical. I well remember, with somewhat mixed emotions, how, after cooling my heels in a queue at the first tee, I addressed the ball in my first match. I had been favored in my initial practices with more than the usual luck that falls to the lot of the novice. But at the first tee everything was different. Doubt-

less many of you have experienced that awful oozing away of the feeling of certitude and self-assurance with which a round is started. I experienced it to the full on that occasion; and the memory of that awful ordeal of frantic attempts to reach the first green will never leave me.

Although since then I have made some little progress in "the ancient game"—which satisfies me more perhaps than the partners who are unfortunate enough to share my rounds—I have, if possible, an even more profound admiration nowadays for the man who plays "straight and long" than I had in the far-off days of my novitiate.

"Lies" in golf are proverbially "hard." But lying is easy. You will not need reminding of this. Your own accounts of a match, of course, never vary in the slightest degree from the cold bare facts! But your neighbor's account of *his* match is one that you generally feel is handled with a somewhat careless regard for the truth!

When, however, one is hearing the account of a round played by a third person, one is reasonably sure that the performance will not suffer from magnification. And it was my good fortune recently to witness the performance of our good friend —, when, by his masterful play and wonderful resource in extracting himself from difficulties, he succeeded not only in winning the club's gold medal, but in putting up a record that will always be the admiration of his fellow-members, and an incentive to them to try to follow in his wake. And the impression I received was that it was magic—not golf such as we play!

It is unnecessary for me to refer to the fine sportsmanlike character of our friend—we all know him too well. I feel that I shall have everyone present with

me when I express the wish that our guest's form may never be below that of his medal round, and that our best efforts will be devoted to getting individually as near to it as we can. Gentlemen, "The Winner of the Gold Medal!"

Toast to a Popular Physician.

(Proposed at a County Function.)

Ladies and Gentlemen: There can be no toast more welcome than that which I am now about to propose, namely, the health of our esteemed Doctor. For myself, I revere him as a trusty friend no less than as an able physician; and I am sure that sentiment will be echoed by every one of his patients. The Doctor, as you are doubtless aware, is one of those to whom the present success of this function is largely due, and his creditable efforts in this connection are merely the outcome of his ever-present and sincere interest in the welfare of our county. In proof of that statement I need only remind you of the fact that there is scarcely an institution within our borders here of which our Doctor is not an important pillar. To him proposals for the formation of football and cricket clubs and the holding of entertainments, etc., are invariably first submitted, with positive assurance of practical sympathy and help. So kind is his personality that he is a thrice welcome guest in all our homes. Of the Doctor's work in discharging the duties of his great profession I need not speak—only those of us who, in times of illness, have experienced his skilful ministrations can fully appreciate how great is his understanding. He is, alike in prosperity and adversity, to one and all of us, a real "guide, philosopher, and friend;" and in giving you this toast, I regret only that I am un-

able to do full justice to its subject. Ladies and gentlemen, "Our good Doctor!"

A Toast to "The Press."

Gentlemen: Of late the Press has been the recipient of much criticism of a sort far removed from kindly. Thoughtless and ignorant people are forever denouncing us for taking our opinions direct from newspapers, and are forever accusing the "Fourth Estate" of furthering the evil designs of some tyrant or other. I suppose that a paper must have its policy—and I do not propose to raise any controversy on such an occasion as this. But it occurs to me that as "a nation gets the Government it deserves" so does it get the Press that it deserves. In my humble opinion, the chief concern of an editor or newspaper proprietor is to sell his paper, and with that end in view it seems to me that of necessity he supplies the public with what it wants. Granting that our Press has its faults, and is not, for excellent reasons, quite so free and outspoken as some of us would like, at least we must admit that it compares extremely favorably with that of other countries. The Press of this country, considering all things, is an institution of which we may be proud. To all who quarrel with it I would say that its improvement rests with themselves. It cannot be denied that the Press is a really useful factor in the daily life and in the education of the nation. I maintain that the Press of our country is at least as good as, if not better than, we deserve, and I call upon you to drink to it, and to Mr. —, who is, I believe, its representative here tonight.

*Response to Foregoing, by a Member of the Staff
of a Paper.*

Gentlemen: As a Journalist I am used to having showered upon my head recriminations of the nature referred to by Mr. ——. I had intended to say something in defence, but Mr. — has said it for me. I can, from my professional capacity, bear witness to the truth of his remarks. I can assure you that an editor's sole endeavor is to provide the public with what it wants—that is, as far as is possible. Speaking personally, and on behalf of my brethren of the pen, I may say that in *our* opinion this country has a Press a great deal better than it deserves! These things are bound to be largely a matter of opinion; but from the very kind sentiments that have just been expressed, I am convinced that our efforts are not by any means unappreciated; and I beg of you to accept from me, in the absence of a fitter representative, the assurance that the Press reciprocates your goodwill most heartily.

Toastmaster's Opening Remarks at a Smoking Concert.

Gentlemen: I am glad that my assignment as toastmaster this evening does not carry with it very onerous duties. I notice these little functions of ours are growing in popularity, and I judge that their popularity is due to the excellence of the entertainment provided. At any rate, I am quite certain that it is not to hear a verbose address that you come; so I will be brief. We have a long and varied program before us—music, vocal and instrumental, and a morsel of dramatic art—for all of which we are indebted to Mr. — and Mr. —, in whose hands have been all the arrangements. I must remind you of our custom in regard to choruses, and—without offence, I hope—drop you the hint to order your refreshments *between* the items.

That is all I need say, I think. We are "all assembled so let the revels commence." I call upon Mr. ——— for the opening item on our program, which is

Space precludes more examples being given at full length; but if the reader will observe in the foregoing the general method of construction, and of opening and concluding, he should be able without difficulty to make use of the following outlines:

*"The Firm" (at a House Dinner).—*Knowledge of the firm extending over many years of service. Their personal as well as business relations with us. Many acts of kindness. Bestowing the encouraging word of praise. The co-operation of the employer and employed. Willing service rather than grudging toil. Our firm an outstanding example of the value of these principles. Our excellent relations in the past may continue in the future.

*"The Employees."—*A toast second only in importance to "the Firm." The head is of no value without limbs, and vice versa. The secret of business success is straightforward and considerate treatment of employees. What is expected in return. Intelligent service a mutual benefit. Thanking you for your past loyalty and efficiency. The firm conscious of your value, and sincerely grateful.

*Response to Above.—*All of us appreciate the kindness of today and of the past. These annual events always appreciated. They show the excellent footing on which we stand towards each other. Glad to know that our efforts are highly valued. Promise as faithful service in the future. Thanking the firm again for their kindness.

*On Receiving a Presentation on Retirement.—*Feelings prevent adequate expression of gratitude. Diffi-

cult to realize leaving a sphere wherein I have worked so long. The severing finally of ties so long established. Assume no credit for what I have done—rendered possible by loyal co-operation and service of superiors and subordinates. A consolation in parting to know one has been appreciated; but have merely done duty. Not deserving of so splendid a gift, which I shall always prize. My thanks are halting, but, nevertheless, sincere. Thanking you again, Good-bye.

"The Ladies."—An important toast that should not have been left till so late. My ability to do them justice. The vexed question of the equality of the sexes. Their equality, if not superiority, proved, and a better understanding in sight. A pulling together towards better things. "Sweethearts and Wives," for whom all great deeds are accomplished!

"Absent Friends."—A simple toast with a wealth of meaning. "The old folks at home." The adventurers in other lands. Good friends scattered across the world. Present with us in the spirit. A silent toast.

"The Police Force."—A toast commendable to all law-abiding citizens. Our dependence upon the man in blue. If you want to know the time, the way, or to cross the road. Duty continuously and quietly done. "A policeman's lot is not a happy one"—not without its risks. Appreciation not too often shown, so now's the time.

LIBERTY

Macaulay's eloquent tribute to LIBERTY introduced here as a specimen of forceful logic and superb rhetoric.

Till men have been sometime free, they know not how to use their freedom. The nations of wine-countries are always sober. In climates where wine is

a rarity, intemperance abounds. A newly-liberated people may be compared to a Northern army encamped on the Rhine or Xeres. It is said that when soldiers in such a situation first find themselves able to indulge without restraint in such a rare and expensive luxury, nothing is to be seen but intoxication. Soon, however, plenty teaches discretion, and after wine has been for a few months their daily fare, they become more temperate than they had ever been in their own country.

In the same manner the final and permanent fruits of LIBERTY are wisdom, moderation and mercy. Its immediate effects are often atrocious crimes, conflicting scepticism on points the most clear, dogmatism on points the most mysterious. It is just at this crisis that its enemies love to exhibit it. They pull down the scaffolding from the half-finished edifice; they point to the flying dust, the falling bricks, the comfortless rooms, the frightful irregularity of the whole appearance, and then ask in scorn where the promised splendor and comfort are to be found.

If such miserable sophisms were to prevail there would never be a good house or a good government in the world.

Ariosto tells a pretty story of a fairy, who, by some mysterious law of her nature, was condemned to appear at a certain season in the form of a foul and poisonous snake. Those who injured her during the period of her disguise, were forever excluded from participation in the blessings which she bestowed. But to those who, in spite of her loathsome aspect, pitied and protected her, she afterwards revealed herself in the beautiful and celestial form that was natural to her, accompanied their steps, granted all their wishes, filled their houses with wealth, made them happy in

love, and victorious in war. Such a spirit is Liberty—she grovels, she hisses, she stings. But woe to those who in disgust shall crush her. And happy are those who, having dared to receive her in her degraded and frightful shape, shall at length be rewarded by her in the time of her beauty and glory.

There is only one cure for the evils which newly-acquired freedom produces, and that cure is freedom! When a prisoner leaves his cell, he cannot bear the light of day; he is unable to discriminate colors, or to recognize faces. But the remedy is not to remand him to his dungeon, but to accustom him to the rays of the sun. The blaze of truth and liberty may at first dazzle and bewilder nations which have become half blind in the house of bondage. But let them gaze on and they will soon be able to bear it. In a few years men learn reason. The extreme violence of opinions subsides. Hostile theories correct each other. The scattered elements of truth cease to conflict, and begin to coalesce! and, at length, a system of consistence and order is educed out of the chaos.

Many politicians of our time are in the habit of laying it down as a self-evident proposition, that no people ought to be free till they are fit to use their freedom. The maxim is worthy of the fool in the story, who resolved not to go into the water till he had learnt how to swim. If men are to wait for liberty till they become wise and good in slavery, they may, indeed wait forever.

QUOTATIONS AND APHORISMS

"He that dies, pays all debts."—SHAKESPEARE:
Tempest.

"An honest man's the noblest work of God."POPE.

"Rash, fruitless war, from wanton glory waged,
Is only splendid murder."

THOMSON.

"Man, being reasonable, must get drunk;
The best of life is but intoxication."

BYRON.

"He who can, does. He who cannot, teaches."

"He that would catch fish must venture his bait."—
BENJAMIN FRANKLIN.

"There is no power like that of oratory. Caesar controlled men by exciting their fears; Cicero, by captivating their affections and swaying their passions. The influence of the one perished with its author; that of the other continues to this day."—HENRY CLAY.

"What government is the best?"

"That which teaches us to govern ourselves."—
GOETHE.

"Our country! In her intercourse with foreign nations may she always be in the right, but our country, right or wrong."—STEPHEN DECATUR.

"He who loves not his country, can love nothing."—
BYRON.

"Eloquence is a painting of the thoughts; and thus those who, after having made the sketch, still add to it, make a picture instead of a portrait."—(*From the French*).

"Think that day lost whose low descending sun
Views from thy hand no noble action done."

BOBART.

"And, look before you ere you leap;
For as you sow y'are like to reap.

BUTLER.

"There is no membrance which time does not obliterate, nor pain to which death does not put an end."
—CERVANTES.

Often do the spirits of great events stride on before the events, and in today already walks tomorrow."
—COLERIDGE.

Up from Earth's Centre through the Seventh Gate,
I rose, and on the Throne of Saturn sate,
And many Knots unravel'd by the Road;
But not the Knot of Human Death and Fate.

OMAR KHAYYAM.

"One may live as a conqueror, a king, or a magistrate; but he must die as a man."—DANIEL WEBSTER.

"Death rides on every passing breeze, He lurks in every flower."—MOLIERE.

Wise men, like wine, are best when old, pretty women, like bread, are best when young."—HALIBURTON.

"Night drew her sable curtain down, and pinned it with a star."—MACDONALD CLARK.

"Hope is a delusion; no hand can grasp a wave or a shadow."—VICTOR HUGO.

"The stream is always purest at its source."—PASCAL.

"As the yellow gold is tried in the fire, so the faith of friendship must be seen in adversity."—OVID.

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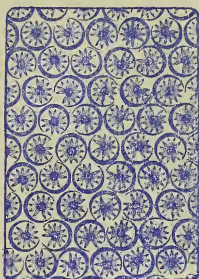
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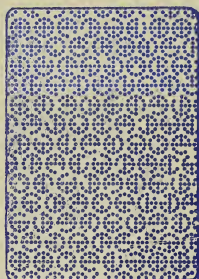
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